

Accessing Business Objects

1. Log into the LaGov ERP Portal.



2. Click the Data Warehouse Tab.



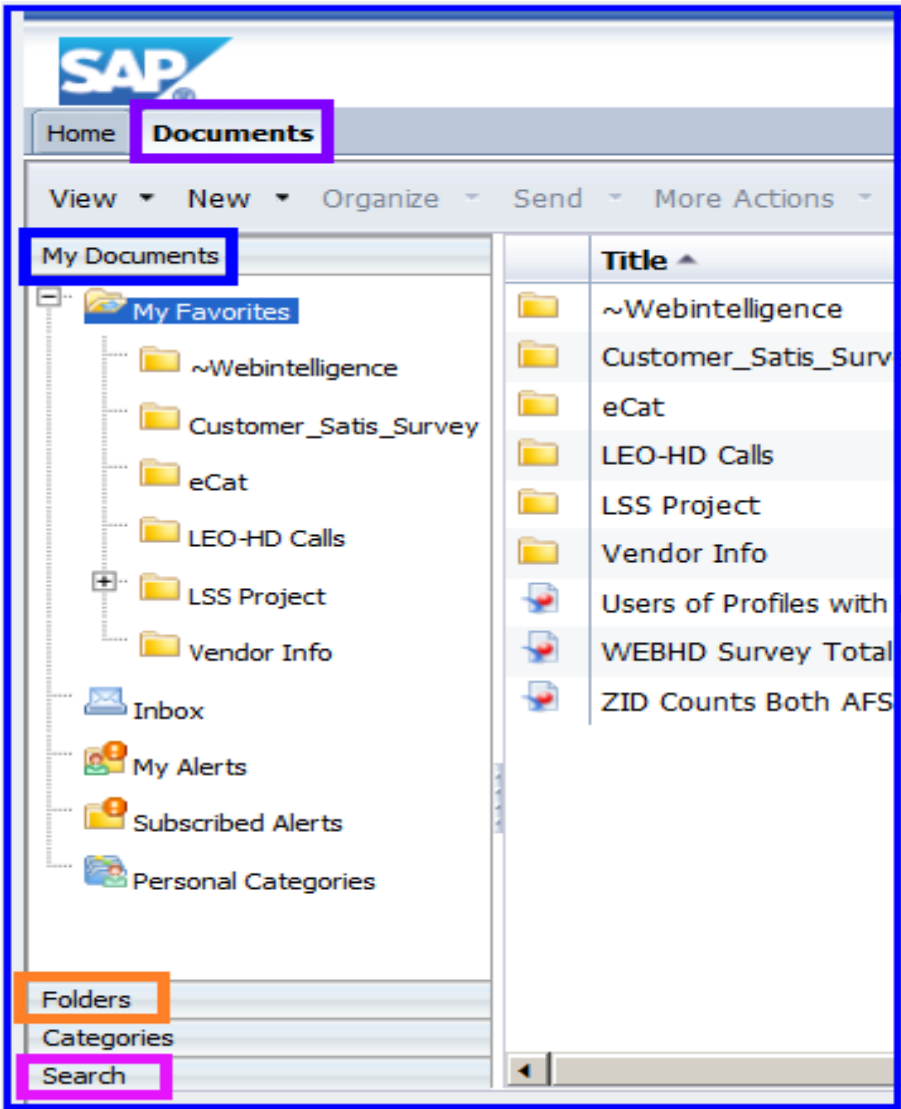
3. Click the **LaunchPad (Infoview)** tab to display BO.



Accessing Reports

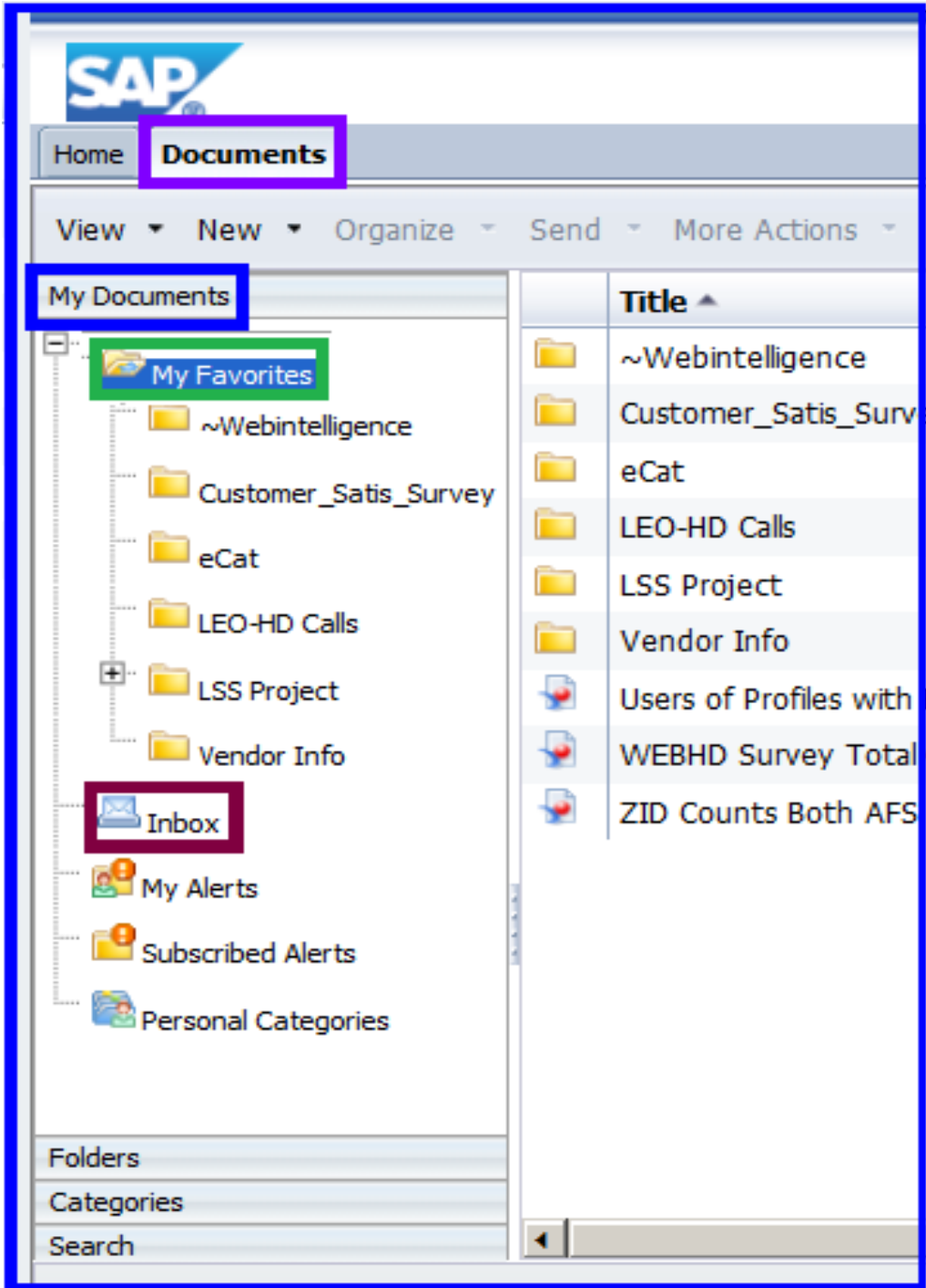
1. Click on the **Documents** tab (if it is not already selected) to display

My Documents, **Folders**, **Search**, etc.

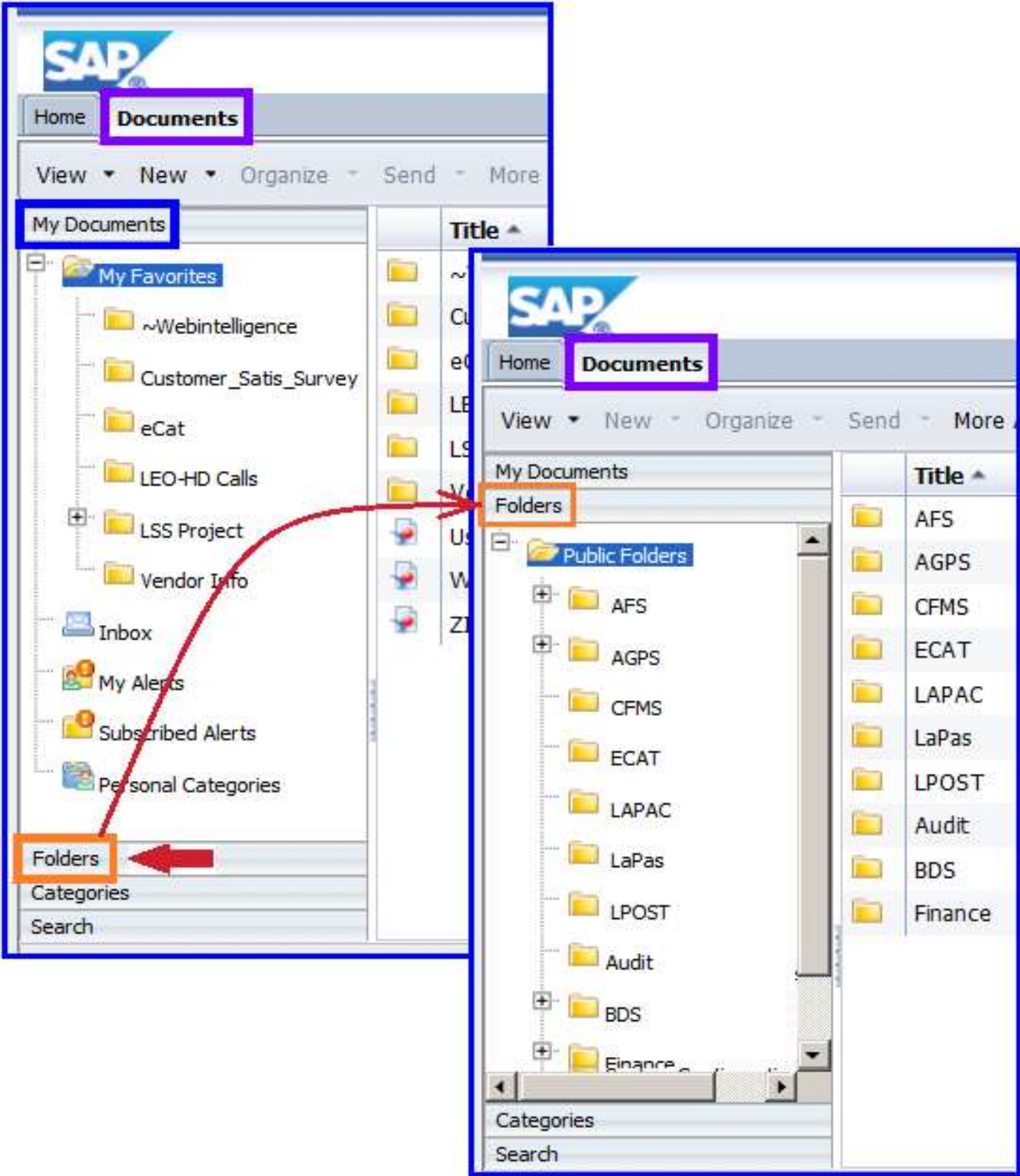


2. Click on **My Documents** (if not already open) to display any reports you may have in

My Favorites, **Inbox**, etc.

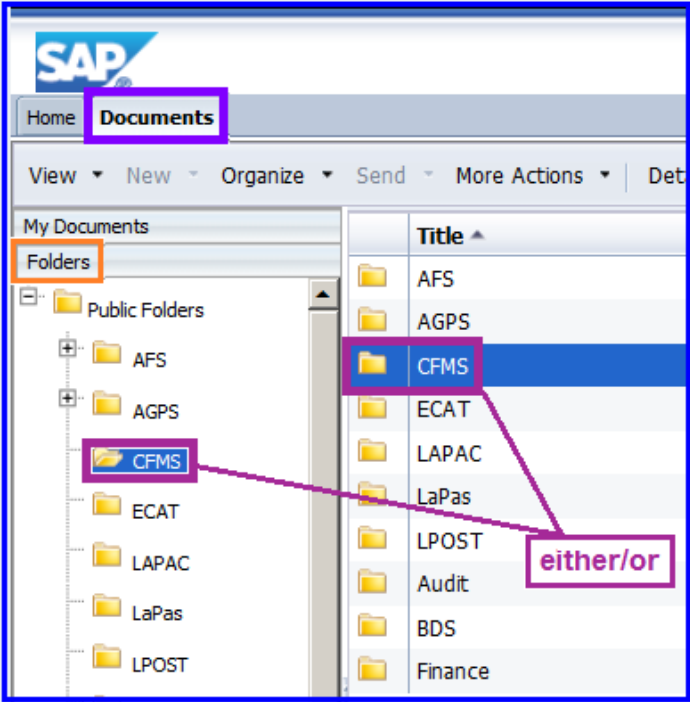


3. Click on **Folders** to display the **Public Folders** (corporate and agency folders) that you have security to view/update.

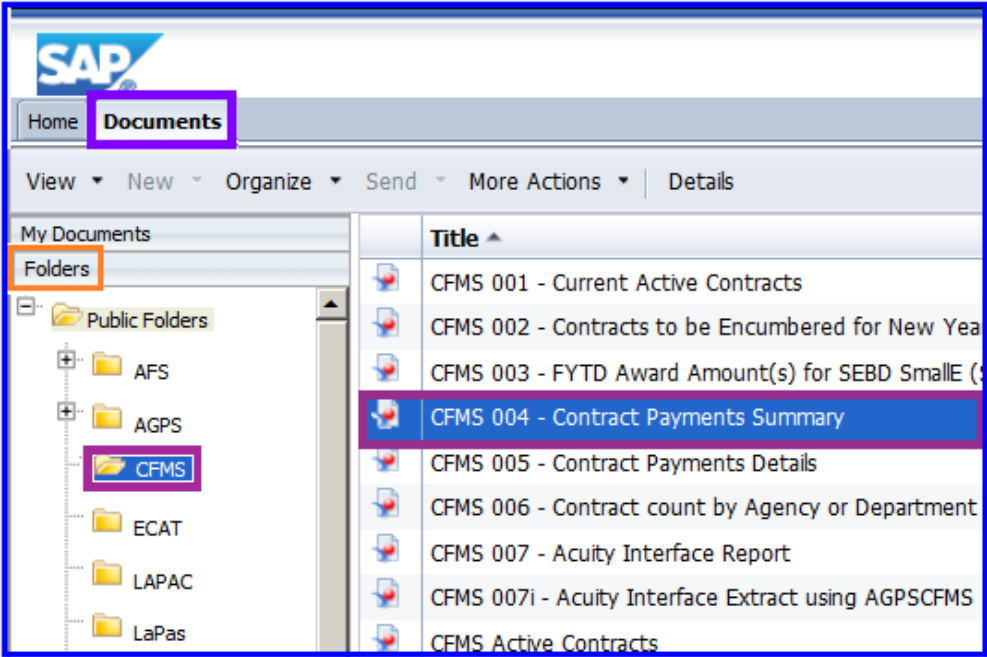


Example of Opening a Report

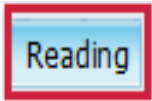
1. Click on the  folder to display reports available to review/refresh.



2. Double click on the **CFMS 004 – Contracts Payment Summary** report to open it.



'Reading' Mode



For basic tasks like **refreshing** and **printing** reports, click on the button in the upper right section of the screen to display the “**basic**” tool bar with a few icons.



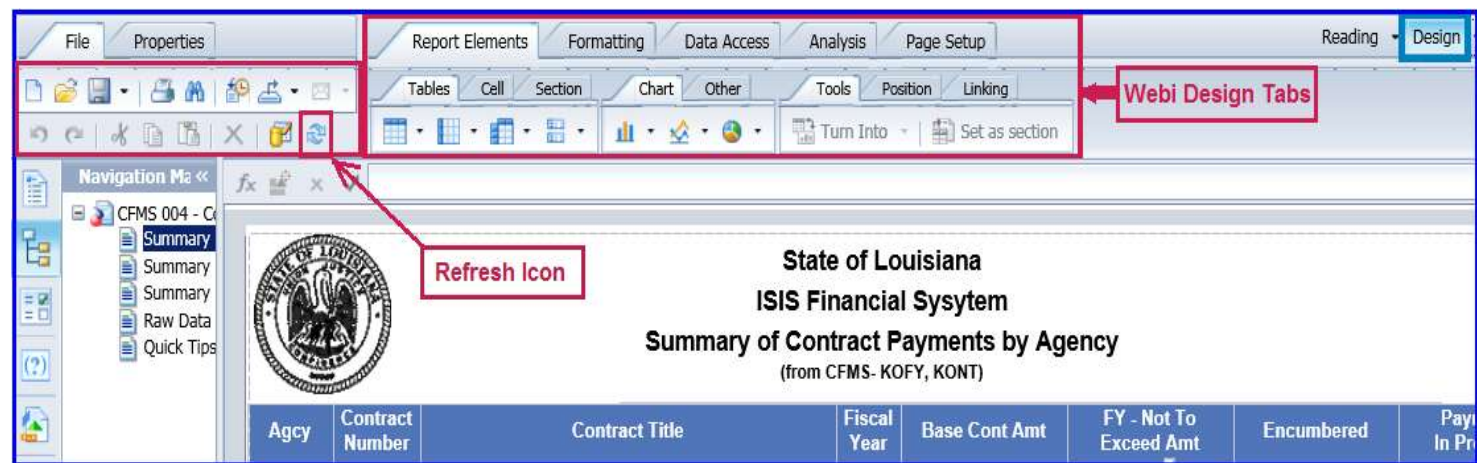
'Design' Mode



For more advanced tasks like creating and modifying reports, click on the button in the upper right section of the screen to display the “**extensive**” tool bar with many icons and tabs.



If the button is greyed out, you do not have security to modify the report in that folder, but you have the option to copy the report to your personal folder where you will have security/permission to manipulate and save the report as needed.



Side Panel & Icons

Close Side Panel

Input Controls

Map Reset

Check Number (Ex: 71...)

Vendor Number (Ex: 3...)

Vendor Name

Payment Document Nu...

Business Area

Number of Days Outsta...

Report Window

STATE OF LOUISIANA
Aged Outstanding Checks

Report Date: 10/20/14

Vendor Name	Vendor Number	Check Number	Bus Area	Payment Document	Print/Check Date	Check Amount	Days O/S	Amount O/S (1-30 days)	Amount O/S (31-60 days)
108 WESTERN PROPERTIES LLC	310033294	0000000137768	276	2000169447	06/27/2014	\$259.38	115		
108 WESTERN PROPERTIES LLC		Count of distinct checks:	1	Total Check Amounts:		\$259.38			
310001080	310005620	0000000137854	512	2000169595	10/08/2014	\$5.00	12	\$5.00	
310001080		Count of distinct checks:	1	Total Check Amounts:		\$5.00		\$5.00	
ACADIAN ENGINEERS & ENVR CONSULT	310002817	0000000137541	270	2000169168	06/27/2014	\$3,186.50	115		
ACADIAN ENGINEERS & ENVR CONSULT		Count of distinct checks:	1	Total Check Amounts:		\$3,186.50			
ACME GLASS CO OF ALEXANDRIA INC	310003116	0000000025008	276	2000030474	07/26/2011	\$468.88	1,182		
ACME GLASS CO OF ALEXANDRIA INC	310003116	0000000027716	276	2000032818	08/09/2011	\$205.13	1,168		
ACME GLASS CO OF ALEXANDRIA INC		Count of distinct checks:	2	Total Check Amounts:		\$674.01			
ACTIVE STEEL WELDING & REPAIR, INC	STLA1099M	0000000137088	276	2000169030	06/24/2014	\$1,000.00	118		
ACTIVE STEEL WELDING & REPAIR, INC		Count of distinct checks:	1	Total Check Amounts:		\$1,000.00			
ALACK REFRIGERATION CO INC	310003985	0000000136172	276	2000167383	06/17/2014	\$1,230.00	125		
ALACK REFRIGERATION CO INC		Count of distinct checks:	1	Total Check Amounts:		\$1,230.00			
AMERICAN EXPRESS TRS	310005298	0000000137826	276	2000169515	07/04/2014	\$5,924.86	108		
AMERICAN EXPRESS TRS		Count of distinct checks:	1	Total Check Amounts:		\$5,924.86			
AMERICAN KEY & LOCK CO INC	310005433	0000000137195	276	2000168729	06/24/2014	\$10.85	118		
AMERICAN KEY & LOCK CO INC		Count of distinct checks:	1	Total Check Amounts:		\$10.85			
ANDERSON MACHINE & WELDING, INC	310051964	0000000137014	276	2000168467	06/20/2014	\$80.71	122		

Report Tabs

Aged Outstanding Checks

Aged O/S Checks (Raw Data)

Quick Tips & Stats

In READING mode

Reading

Design

Page & Zoom Tools

Track changes: Off

Page 1 of 1+

100%

7 days ago